



National Highways Logistics Management Limited  
2nd Floor, D-21 Corporate Park, Dwarka,  
Sector-21, New Delhi-110077

**NOTICE INVITING TENDER (NIT)**

NHLML/IA/CEPRCL&BMMLP/2025/01

Date: 16.07.2025

**Request for Proposal ("RFP") for engagement of services of a Chartered Accountant Firm/Cost & Management Accountant Firm, for conducting Internal Audit of 1 SPVs and 1 MMLPs of National Highways Logistics Management Limited (NHLML), for a period of 2 years from FY 2025-26 to 2026-27 (initially for one year and extendable for further one year). Internal Audit for each SPV will be evaluated and allotted separately.**

**BID SUMMARY**

Sr. No.	Description of Events	Date
1	Date of uploading	16.07.2025
2	Bid due date (Last date for bid submission)	30.07.2025
3	Opening of Technical bids	01.08.2025
4	Opening of Financial bids	Will be intimated by mail to the responsive bidders.
5	Letter of Award (LOA)	Within 7 working days from the date of opening of the Financial Bids subject to evaluation as per RFP.
6	Validity of proposals	120 days from Bid Due Date.

Note: - Bids will be opened in the presence of bidders who choose to attend as above.

(Syed Qamar Ahmad)  
CFO

National Highways Logistics Management Limited  
D-21, Corporate Park, Sector – 21, Dwarka, New Delhi -110077  
Phone: 91-11-25301972  
Website: <https://nhlml.org>  
E mail: [sqahmad.nhlml@nhai.org](mailto:sqahmad.nhlml@nhai.org)

Date: 16.07.2025

**Signature Not Verified**

Digitally signed by SYED  
QAMAR AHMAD  
Date: 2025.07.16 18:11:50 IST  
Location: eProcurement System  
for Central PSUs

**Request for Proposal ("RFP") for engagement of services of a Chartered Accountant Firm/Cost & Management Accountant Firm, for conducting Internal Audit of 1 SPVs and 1 MMLPs of National Highways Logistics Management Limited (NHLML), for a period of 2 years from FY 2025-26 to 2026-27 (initially for one year and extendable for further one year). Internal Audit for each SPV will be evaluated and allotted separately.**

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**SECTION 1. - NOTICE INVITING TENDER**

National Highways Logistics Management Limited (NHLML) invites bids for engagement of services of a Practicing Chartered Accountant Firm, for conducting Internal Audit of 01 SPV and 1 MMLP of NHLML, for a period of 2 years from FY 2025-26 to 2026-27 (initially for one year and extendable for further one year), which are as follows:

<b>S. No.</b>	<b>Company's Name</b>	<b>Location of the PIU/MMLP</b>	<b>Fee Category</b>
1	Chennai-Ennore Port Road Company Limited	Chennai, Tamil Nadu	B
2	Bangalore MMLP Pvt Ltd	Bangalore	C

The RFP includes the following documents

**Section 1- Notice Inviting Tender**

**Section 2-Instructions to Bidders**

**Section 3-Scope of Work**

**Section 4-Form of Financial Bid**

1.2 The RFP is uploaded on the website of NHLML and on the NIC's Central Public Procurement Portal (CPPP) i.e. <http://etenders.gov.in>.

1.3 Bidder may quote the bid for each Company separately intimating the Company name for which bid is being quoted.

1.4 Maximum of Internal Audit of 1 Company will be allotted to Each Bidder.

1.5 It is mandatory for all the Bidders to have Class-III Digital Signature Certificate and encryption Component (in the name of person who will sign the Bid) from any of the licensed Certifying Agency (Bidders can see the list of licensed Certifying Agencies from the link [www.cca.gov.in](http://www.cca.gov.in)) to participate in e-tendering process of Authority. Accordingly, No Physical Bid shall be submitted by the Bidders.

1.6 To participate in the e-bid submission, it is mandatory for the Bidders to have user identification number & password (collectively referred to as the "ID and Password") which has to be obtained in Bidder's own name by registering themselves in NIC's Central Public Procurement Portal (CPPP) i.e., <http://etenders.gov.in> , The registration is free of cost.

**1.7 E-tender Service Provider:**

M/s National Informatics Centre (NIC) is the service provider. Users can get **24X7 Helpdesk support on 0120-4200462, 0120-4001002 and email: [support-eproc@nic.in](mailto:support-eproc@nic.in) .**

The **authorized signatory signing the bids shall only be the digital signatory**. In case authorized signatory signing the bids and digital signatory are not the same, the bid shall be considered as non-responsive.

The Bidders will be allowed to download the Bid Documents **up to 11.00 hrs of the Bid Due Date**. The downloading facility of Bids on e-tendering portal will be available even if the Bid due date falls on Saturday/ Sunday/Holiday.

Bid documents comprising the bidding procedure and contract terms and conditions are available for view and downloading from the e-tender portal of NIC [etenders.gov.in](https://etenders.gov.in) or [nhai.org](http://nhai.org) without any cost.

Bid documents can be downloaded from e-tender portal of NIC <https://etenders.gov.in> or [www.nhai.org](http://www.nhai.org).

Following may be noted in this regard.

(1.5a) Registration should be valid at least up to Bid Due Date.

(1.5b) Bids can be submitted only during the validity of their registration.

(1.5c) The amendments/clarifications to the bid document, if any, will be hosted on the NHA website/ e-tenders-portal only.

(1.5d) If the firm is already registered with e-tendering portal of NIC and validity of registration has not expired, the firm is not required to obtain fresh registration.

The Authority shall receive bids pursuant to this RFP in accordance with the terms set forth in this RFP and other documents to be provided by the Authority pursuant to this RFP, as modified, altered, amended and clarified from time to time by the Authority (collectively the "Bidding Documents"), and all Bids shall be prepared and submitted in accordance with such terms on or before the Bid Due Date.

Bidders are advised to upload their Bids well in time, to avoid last minutes rush on the server or complications in uploading. NHLML, in any case, will not be responsible for any type of problem in uploading the Bid.

Online Submission of the Bids after the Bid Due Date and time shall not be permitted Time being displayed on e-tendering portal of NIC (" Indian Standard Time") shall be final and binding on Bidder Bids are required to be submitted by Bidders, only as per the Indian Standard Time and not the time as per their location/country.

In case of any problem with the submission of the Bid, the Bidder may have the assistance of helpdesk or use the help manual given on the said website.

1.8 **Brief Description of Bidding Process**

The Authority has adopted **two stage evaluation process** for selection of the Bidder for award of the work. The bid (Financial and Technical) by the Bidder shall be submitted online in the prescribed format before the date and time specified herein. The Bidders may send their authorized representative along with the authorization letter on the letter head of the Bidder for participating in opening of the Bid.

The proposal of each bidder for each SPV shall be opened and evaluated. The responsive & selected bidder with the **highest evaluated bid would be awarded the assignment.**

- 1.9 Any queries or request for additional information concerning the RFP shall be submitted through e- mail to the officer designated below. The email communication shall clearly bear the following identification/title:

“Queries Request for Additional information: RFP for engagement of services of a Chartered Accountant Firm, for conducting Internal Audit Internal Audit of 1 SPV and 1 MMLP of NHLML, for a period of 2 years from FY 2025-26 to 2026-27. (Initially for one year and extendable for further one years).

Address for Communication:

Shri Syed Qamar Ahmad,  
CFO  
National Highways Logistics Management Limited  
D-21, Corporate Park  
Sector – 21, Dwarka  
New Delhi -110077  
Phone: 91-11-25301972  
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**SECTION 2. INSTRUCTION TO THE BIDDERS INCLUDING TECHNICAL BID  
FORMAT AND FINANCIAL BID FORMAT**

**2.1 Evaluation and Qualification Criteria for Internal Audit of 1 SPV of NHLML.**

**2.1.1 Pre-qualification criteria**

<b>S. No.</b>	<b>Parameter</b>	<b>Criteria</b>	<b>Documents Required</b>
2.1.1.1	Company Profile	<p>The Applicant Chartered Accountant firm must be empanelled with the Comptroller &amp; Auditor General (C &amp; AG).</p> <p>The Applicant Chartered Accountant firm must having Head Office/ Branch Office in Delhi.</p> <p>The bidder should be operational in India for atleast last 10 Financial Years as of 31<sup>st</sup> March 2025.</p> <p>Registered with the Income Tax Authorities.</p> <p>Registered with GST Authority.</p> <p><b>Joint venture (JV)/ Consortium will not be considered.</b></p>	<p>Copy of Empanelment letter issued by C &amp; AG office.</p> <p>ICAI's letter as Documentary evidence.</p> <p>Documents supporting name change (if any) should also be submitted.</p> <p>Copy of PAN Card</p> <p>Copy of GST Registration Certificate</p>
2.1.1.2	Turnover (turnover only from professional services and do not include other income)	The bidder should be having a <b>positive net worth</b> and an average annual turnover of at least <b>INR 1.0 crore in previous three financial years</b> (FY2024-25, 2023-24 & 2022-23).	Certified by the Statutory Chartered Accountant (another auditing firm) as per format enclosed in Annexure 2 for Net Worth and Annexure 4 for Turnover.
2.1.1.3	Blacklisting	As on last date of submission of the Proposal, the bidder <b>should not be black listed by any government agency</b> in India during last five (05) years for unsatisfactory past performance, corrupt, fraudulent or any other unethical business practices.	Self-Certified undertaking by the authorized signatory as per format enclosed in Annexure 3 for Blacklisting.

2.1.1.4	Penalized	As on last date of submission of the Proposal, the bidder <b>should not be penalized/debarred by the ICAI or any other</b> Government Authority in any Disciplinary Proceedings during last 5 years.	Self-Certified undertaking by the authorized signatory.
2.1.1.5	Partners	As on 31.03.2025, the bidder should have <b>minimum 2 full time partners</b> . (If any partner leave from firm after 31.03.2025 upto date of bid, will not be counted)	Documentary proof to be attached. (Certificate from each partner that they are full time partner with M/s..... and not occupied with any other service or practice or partly occupied as service or practice {to be define the details of any other occupation} – Format enclosed at <b>Annexure 1</b>
2.1.1.6	Similar/ relevant projects/ assignments	The bidder <b>should have done Internal Audit for atleast 2 PSUs/Body Corporate</b> with minimum Turnover of Rs. 5 cr and above in its last 5 years of experience.	Copy of Contract/ Work Order/ Agreement/ other documents. Relevant Financials of the PSUs or Body Corporate mentioning the Turnover.

**If any of the above-mentioned Pre-qualification Criteria are not satisfied, then the Technical Proposal will not be evaluated.**

**2.1.2 The Technical Qualification shall be evaluated on the basis of following point system matrix – (A)**

Sr No	Technical Parameter category	Max Points in Category	Point Matrix	Points	Points evaluated by the CA firm
2.1.2.1	Experience of undertaking Internal Audit assignments in the PSU /Body Corporate, in last 5 years i.e. from 01.04.2020 to 31.03.2025.	30	<p><b>a. Internal Audit of No. of PSU/Body Corporate</b></p> <ul style="list-style-type: none"> <li>- 2/3 PSUs or Body Corporate 10</li> <li>- 4/5 PSUs or Body Corporate 15</li> <li>- more than 5 PSUs or Body Corporate 20</li> </ul> <p><b>b. Minimum Turnover of PSU/Body Corporate</b></p> <ul style="list-style-type: none"> <li>- More than 5 cr upto 10 cr 5</li> <li>- Above than 10 cr 10</li> </ul>		
2.1.2.2	Branch Office location of the Firm	5	If firm have a office/branch at the city where SPV is having its Project	5	
2.1.2.3	Establishment of Firm (as on 31.03.2025)	10	10 years	5	
			Above 10 years	0.5 point for every completed yeas of establishm	

				ent subject to maximum of 10 points	
2.1.2.4	No of Partners as on 31.03.2025 (if any partner leave from firm after 31.03.2025 upto date of bid, will not be counted)	15	Minimum 2 (two full time Partner's out of which at <b>least one</b> should have minimum 5 (Five) year's total experience in practice.	5	
			4 (Four) full time Partner's out of which at <b>least two</b> should have minimum 5 (five) year's total experience in practice.	10	
			6 (Six ) full time Partner's out of which at least three should have minimum 5( Five) year's total experience in practice	15	
2.1.2.5	Turnover (turnover only from professional services and do not include other income)	10	Minimum average turnover of Rs. 1 cr p.a. but not more than 2 crore (Avg. for FY 22-23, FY 23-24 & FY 24-25)	5	
			Above Rs. 2 cr p.a. but not more than 3 crore (Avg. for FY 22-23, FY 23-24 & FY 24-25)	7.5	
			Above Rs. 3 cr p.a. (Avg. for FY 22-23, FY 23-24 & FY 24-25)	10	

		<b>70</b>	<b>Total</b>	<b>70</b>	
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**\*Minimum qualifying technical score for a Technical Proposal is 40. Financial bid will be considered only of those bidder who scored atleast 40 marks in technical bid.**

**\*If Bidder has qualified the Technical qualification, only then its Financial Bid shall be opened.**

### 2.1.3 Financial Bid – Format

#### 2.1.3.1. Company's of National Highways Logistics Management Limited

Tender No:	
<b>Name of Work:</b>	<b>Internal Audit for the company ....(please intimate the name of the company for which the bid is quoted)</b>
Name of the firm	
Total Quoted Value for one financial year	
Figures (In Rs.) Excluding GST.	
In Words (In Rs.)	

**\*This amount is inclusive of all taxes, levies. However, GST as applicable shall be payable extra.**

#### 2.1.3.2. Marks for Financial Quote- (B)

Per Annum Fees in Rs.	A Category	B Category	C category	Point Evaluated by the CA firm
Less Than Rs. 50,000/-	Not eligible	Not eligible	Not eligible	
Rs. 50,000/-	Not eligible	30	30	
Above Than Rs 50,000/- but upto Rs.60,000/-	Not eligible	25	25	
Above Than Rs 60,000/- but upto Rs.70,000/-	Not Eligible	20	15	
Above Than Rs 70,000/- but upto Rs.75,000/-	Not Eligible	15	10	
Above Than Rs 75,000/- but upto Rs.90,000/-	30	15	Not Eligible	
Above Than Rs 90,000/- but upto Rs.100,000/-	20	15	Not Eligible	
Above Than Rs 100,000/- but upto Rs.125,000/-	15	10	Not Eligible	
Above Than Rs 125,000/- but upto Rs.150,000	10	Not eligible	Not Eligible	
Above Than 150000	Not Eligible	Not Eligible	Not Eligible	

\* All SPVs have been categorized under A, B & C based on Turnover, so bidder need to ensure while bidding not to quote the maximum fee payable as applicable for that category. For example, for category C SPVs, the maximum fee payable for audit is upto 75000/-

**Total evaluated bid = A+B**

**Note:** *The bidders need to certify on all the above requirements (in addition to providing supporting documents) on duly attested stamp paper of Rs. 100. Those bids whosoever not able to provide the details on stamp paper may be rejected.*

**Note 2:** *Annual fees for the Internal Audit will be increased @ 5% p.a. for the 2nd year.*

## **2.2 AUTHORIZED SIGNATORY**

The term "CA Firm" as used in the RFP shall mean the one who has signed the RFP document forms. The person signing on behalf of Chartered Accountant Firm should be the duly Authorized Representative of the Firm for which a certificate of authority will be submitted. All certificates and documents (including any clarifications sought and any subsequent correspondences) received hereby, shall be furnished and signed by the Authorized Representative. The power or authorization, or any other document consisting of adequate proof of the ability of the signatory to bind the "CA Firm" shall be annexed to the RFP.

- 2.2.1 The Management of company may out rightly reject any proposal not supported by adequate proof of the signatory's authority. The "CA Firm" should indicate their contact details in the offer.
- 2.2.2 Before the last date for the receipt of RFP, the undersigned may amend any of the RFP conditions, as may be desired, if such an amendment is necessary and the same shall be intimated accordingly.
- 2.2.3 Mere submission of application and fulfilling eligibility criteria does not entitle the CA Firm to any right to receive any work from company.

## **2.3 THE MANAGEMENT OF NHLML RESERVES THE RIGHT:**

- 2.3.1 To reject all or any bids without assigning any reason(s), whatsoever,
- 2.3.2 To include any other item under the Scope of work as per requirements of law as amended from time to time.
- 2.3.3 To request additional submissions/clarifications/documents at any stage.

2.3.4 To cancel the process entirely at any stage at its sole discretion without assigning any reason whatsoever.

**2.4 The Bid shall be liable to be rejected if:**

2.4.1 It is not in the presented form and not containing all required details.

2.4.2 If bid format or language is modified in any manner.

2.4.3 All Pages of Documents must be properly signed.

2.4.4 It is received by telex, fax, telegram or email.

2.5 For all the Bids received upto the last date and time of bids submission, the proposals and accompanying documentation of the bids will become the property of company and will not returned after opening of the bids. Company is not restricted in its rights to use or disclose any or all of the information contained in the proposal and can do so without any compensation to the applicants company shall not bound by any language in the proposal indicating the confidentiality of the proposal or any other restriction on its use or disclosure.

2.6 Misrepresentation of facts if at any stage of evaluation process or during the empanelment, any suppression /falsification of any information provided by the CA Firm comes to the notice of the company. the company shall have the right to reject the proposal or terminate his/her/their empanelment as the case may be, without any compensation

2.7 The Work would be awarded to the highest evaluated bid.

2.8 In case of a tie between highest evaluated bid, the firm who quoted the lowest financial bid will be awarded and shall be appointed as the Internal Auditor. In case still there is tie, the firm with highest experience (i.e. date of establishment of firm) will be awarded. The decision of Company's Management shall be final and binding in this regard.

2.9 In case, NHLML or its SPVs/Branches/MMLPs, takes manpower from the selected bidder firm, the monthly remuneration for one person with qualification as below:

S. No.	Minimum Education	Minimum Experience	Standard monthly remuneration (inclusive of all)

1	B.Com	More than 2 years upto 5 years	Rs 32,900
2	B.Com	More than 5 years	Rs 45,384
3	CA/CMA Inter	Upto 10 years	Rs. 45,384
		more than 10 years	Rs. 60,000
4	Qualified CA/CS/CMA	Upto 3 years	Rs. 60,000
		More than 3 years	Rs. 70,000

No other charges (viz EPF/ESI) etc. shall be paid by NHLML or its SPVs/Branches/MMLPs. Responsibilities of compliance of all act including EPF/ ESI is with empanelled firm. However, GST as applicable shall be paid extra. This rate shall be applicable for the financial year 2025-26. An escalation @5% on remuneration will be paid to the selected candidate. Further, the selected candidate shall be entitled to 01 day casual leave/sick leave in a month. They will not be entitled to any other kind of leave. The firm shall submit the proof of payment of deployed staff alongwith next month bill.

## **SECTION 3- SCOPE OF WORK**

### **3.1 SCOPE OF WORK**

The CA Firm(s) to be appointed as Internal Auditor shall be required to conduct the Internal Audit of 1 SPV and 1 MMLP of National Highways Logistics Management Limited (NHLML) for 2 Financial Years i.e., FY 2025-26 to 2026-27 (initially for one year and extendable for further one year), as per Scope of Work annexed as Annexure-A.

- 3.1.1 The Management of company reserves the right to modify/include/exclude any items in the Scope of Work anytime during the tenure of service at its sole discretion and as per applicable laws of the land as amended from time to time.

### **3.2 WORK SPECIFIC TERMS AND CONDITIONS**

- 3.2.1 Price - The rate at which the work is awarded to the Highest bidder and Annual fees for the Internal Audit will be increased @ 5% p.a. for the 2nd, during the entire period of the Service/Contract.
- 3.2.2 Place of Audit- The Audit has to be conducted at both Registered (Delhi) and Branch Offices (at respective PIU's location) of the Company.
- 3.3.3 No TA/DA, public conveyance is payable for visit to the Delhi office and branch office where bidder have their office.
- 3.3.4 The Travel entitlement shall be as per the NHLML Policy.
- 3.2.4.1 For the Partner of the Firm - will be equivalent to the **Senior Manager of the Company**
- 3.2.4.2 For the Article Assistant or above - will be equivalent to the **Assistant Manager of Company**

### **3.3 Procedure of Audit**

The Internal Audit for each financial year shall be conducted on quarterly intervals and it is to be completed and submitted the draft report within 30 days from the end of the Quarter for company. For June 2025 Quarter, it may be submitted within 30 days from date of appointment of Internal Auditor.

### **3.4 Compliances/ declarations by the CA Firm on appointment:**

- 3.4.1 The successful CA Firm shall nominate a Nodal Officer from the award of the work/contract. Details of Nodal Officer should be given to company immediately after his/her nomination for timely and smooth interaction.

- 3.4.2 The Audit Firm shall undertake not to sub-contract the work.
- 3.4.3 Neither the Firm nor any of its Partners or Associates have any interest in the business of above company.
- 3.4.4 Certificate of independence shall be provided by the Internal Auditor to company.
- 3.4.5 If the CA firm is appointed as Internal Auditor, it should not breach any of the provision as per the Companies Act, 2013.
- 3.5 **Officer in Charge** - On all matters including payment pertaining to this work, the appointed Internal Auditor shall directly interact with the following official who shall be the Officer In charge (OIC) of this work: -

Shri Syed Qamar Ahmad,

CFO

National Highways Logistics Management Limited

D-21, Corporate Park

Sector – 21, Dwarka

New Delhi -110077

Phone: 91-11-25301972

Website: <https://nhlml.org>

E mail: [sqahmad.nhlml@nhai.org](mailto:sqahmad.nhlml@nhai.org)

- 3.6 **Dispute** - In case of any dispute arising during execution of contract, an amicable solution may be arrived at with discussion and reconciliation. However, in case of any dispute remaining unresolved, decision of Company Chairman will be final and binding on both the parties to the Contract.
- 3.7 **Confidentiality** - The CA Firm shall treat all the information provided by the company as confidential and shall also ensure the security and confidentiality of information, documents, records, Software, data, deliverables etc. handled during the audit Work and subsequently. The above information shall not be shared without written approval.
- 3.8 **Legal Jurisdiction** - Any action taken or proceedings initiated on any matter relating to any dispute or difference arising out of this work shall be subject to the jurisdiction of Delhi Court Only.
- 3.9 **Termination of Service** - The Authority reserves the right to terminate the services of Internal Auditor anytime during the tenure of the contract at its sole discretion and without assigning any reasons.

## **SCOPE OF WORK-INTERNAL AUDIT:**

The responsibilities of the Internal Auditors shall include reporting on the adequacy of internal controls, the accuracy and propriety of transactions, the extent to which assets are accounted for and safeguarded, the level of compliance with financial norms and procedures for the operational guidelines. The internal auditors so appointed for the purpose shall carry out the audit in terms of provisions laid down in the engagement letter issued by the Company and shall ensure strict adherence thereto.

As Part of the role in the overall internal audit system of company. The scope of work of the Internal Auditors would broadly cover (but not restricted to) the following areas:

- i. **Audit at the head office as well as Branch Office on quarterly intervals. Review of books of accounts** and having the same corrected for any missing/wrong transactions. The Auditor shall consider the final trial balance for audit only after having the all the necessary provisions/adjustment etc entries passed by the accounting staff of company
- ii. **Review of 100% transactions where GST is involved** including GST records, input register etc and advise company on any corrections needed in any records/returns, payments etc.
- iii. During the course of audit to provide specific advice/guidelines, including updating on accounting and audit matters and also advising on the **Accounting Standards issued by ICAI** that are applicable to company.
- iv. Review the system and procedures adopted in functioning and provide suggestion for their improvement.
- v. Follow up of previous Internal Audit Report, while conducting current internal audit as regards compliance and action taken.
- vi. Advise on issues relating to accounting finalization, policies etc to Head Office and Project Implementation Unit/ZO.
- vii. **Preparation of financials and Balance Sheet of the company on quarterly basis and annually basis under Ind AS** and liaison with Statutory Auditor and CAG Auditor for getting the audit completed including satisfactory replies to their queries in consultation with company management which would generally include, but not limited, to the following:
  - Review of trial balance after having all the necessary provisions/adjustment/Revenue/closing etc entries passed by the accounting

- **Review of all transactions** including receipt & payment. Contract awarded during the period. Progress of contract as per agreement.
  - **All statutory payment and compliances** of all statutory obligation.
  - **Accounting policies and changes**, if any required, in policies.
  - **Preparation of final accounts** in respect of the transactions of Head Office & Branch office.
  - **Preparation of all Schedules**, complete notes on accounts etc.
  
  - **Preparation of a file containing all relevant details/ schedules** etc., for the purpose of audit by CAG.
- viii. **To attend meeting and prepare replies of Statutory & CAG Auditors.**
- ix. **Verification of authorization of payments** vis-à-vis delegation of powers, standard processing requirements such as invoice, approvals, budgetary limits etc., especially in the case of capital expenditure.
- x. **Detailed review of all applicable** compliances including for Accounts, Taxation, Projects, Administration, Human Resources etc
- xi. **Any other assignment incidental** to above.

## **Section-4**

### **GENERAL GUIDELINES FOR AUDIT:**

- 4.1 Internal audit shall be conducted keeping in view the delegation of powers, respective company Rules, guidelines & Regulations wherever applicable, NHLML /ministry directives & guidelines and other approved policies and ordinances binding the Company, from time to time.
- 4.2 Internal Audit plan for the year shall be developed in consultation with the CFO and/or Senior Vice President Finance/Head of Company. The Internal Auditor may obtain necessary details and conduct such study required to propose the same for the first financial year soon after their appointment.
- 4.3 Before the commencement of audit, the auditor shall send intimation to the concerned department regarding the date of commencement of the audit, the period covered by audit, the list of documents/records that are required for audit.
- 4.4 The Audit may require travel to branch locations as may be directed by company management and in such case only actual cost of tour incurred on outstation travel & boarding shall be reimbursed on submission of original proofs. The lodging and boarding expenses will be reimbursed as per the NHLML/company Policy.
- 4.5 On the date of commencement of the audit, the auditor shall meet the head of the department and discuss the audit schedule. At the end of the audit period, the draft observations shall be discussed with the head of the department.
- 4.6 The auditor shall submit a detailed quarterly report highlighting any deviations from the systems and process as laid down by the Company, any revenue loss or income leakage.
- 4.7 The report shall mandatorily suggest possible measures for improvement in Systems & processes, which will strengthen the overall system. The reports on systems & processes shall be submitted along with the quarterly report.
- 4.8 If Required, The Internal Auditor shall make a presentation before the Audit Committee and/or Board on a quarterly basis summarizing the observations, action taken and highlights of the review period.

**Expression of Interest for Chartered Accountant firm for Internal audit of SPVs of NHLML**  
**(Name of the SPV shall be given)**

**PART-A**

Status of the firm Partnership/Sole proprietorship

a. Name of the firm (in Capital letters) :

b. Address of the Head Office :

Please also give Telephone no :

Mobil No. :

And E-mail address :

c. PAN No. of the firm :

GST No. of the firm

1. ICAI Registration No. :

Region Name :

Region Code No. :

2. Empanelment number with C&AG :

3. Date of constitution of the firm :

4. Full time partners of the firm  
as on 31.03.2025. :

S.No.	Continuous association with the firm	Number of FCA	Number of ACA
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(a) Less than one year

(b) 1 year or more but less than 5 years

(c) 5 year or more but less than 10 years

(d) 10 years or more but less than 15 years

(e) 15 years or more

Note: Please attach the copy of Firm's Constitution Certificate issued by ICAI as on

31.03.2024. Also, attach undertaking of each Full-time partner (attach undertaking)

5. Number of Part time Partners if any, as on  
31.03.2025. :
6. Number of Full time Chartered Accountant as on  
31.03.2025 :
8. Number of Branches (if any) : ,  
(please mention Places & locations)
9. Whether the firm is engaged in any internal or :  
External audit or providing any other services  
to any Govt. Company/Corporation or  
Co-operative Institution etc.  
If 'yes', details for last 5 years may be given on a separate sheet.
10. Whether the firm is implementing quality control  
policies and procedures designed to ensure :  
that all audit are conducted in accordance with  
Statements on Standard Audit Practices.  
(If yes, a brief note on the procedure adopted is to be enclosed)
11. Are there are any Court/Arbitration/ :  
Legal cases pending against the firm  
(If yes, give a brief note of the cases indicating their present status)
12. Experience of undertaking Internal Audit assignments in the PSU or Body Corporate in its last 5  
years of experience

Type of audit and year of audit	Name Of PSU/Corporate Body	Turnover of PSU/Corporate Body	Details of Documents enclosed

13. Average Annual Turnover (turnover only from professional services and do not include other income and Certified by the Statutory Chartered Accountant) of the Bidder :

Financial Year	2022-23	2023-24	2024-25	Total	Average
Annual Turnover (INR Lakh)					

For

Chartered Accountants

Partner

**Undertaking by Partner**

I, ....., Partner of M/s----- hereby undertake that I am full time partner with M/s..... w.e.f..... and not occupied with any other service or practice

or

I, ....., Partner of M/s----- ,hereby undertake that I am partly occupied as service or practice with M/s..... with the approval of ICAI.

Name of the Partner: \_\_\_\_\_

Signature of the Partner: \_\_\_\_\_

Date:

**Annexure 2**

**Financial Information: Net worth**

Net Worth of the Bidder (Equivalent in INR Lakh), certified by Statutory Auditor of Chartered Accountant firm

Bidder	..... (Name of Bidder)		
Financial Year	2022-23	2023-24	2024-25
Net worth (INR Lakh)			
CA Certified Balance certificate of last 3 Financial Years with UDIN number. If Audit Copy of F.Y.2024-25 is not available , then certificate for 2024-25 may be taken from Auditor .			
Signature of Bidder	For (Name of Accounting Firm)		
Date and Place	Name and signature of Chartered Accountant		
			Membership Number (with Seal and UDIN No.)

**Annexure 3**

**Format for Affidavit Certifying that Entity is not Blacklisted**

(On non – judicial stamp paper of INR 100/- or such equivalent document duly attested by notary public)

I / We Proprietor/ Partner(s)/ Director(s) of M/s ----- hereby declare that the firm/company namely M/s.....has not been blacklisted or debarred in the past by any other Government organisation from taking part in Government tenders.

Or

I / We Proprietor/ Partner(s)/ Director(s) of M/s ----- hereby declare that the firm/company namely M/s.....was blacklisted or debarred by any other Government Department from taking part in Government tenders for a period of ----- years w.e.f.----- . The period is over on ----- and now the firm/company is entitled to take part in Government tenders.

In case the above information found false I/We are fully aware that the tender/ contract will be rejected/cancelled.

Dated this ..... Day of ..... , 2025.

Yours sincerely,

Name of the Consultant: \_\_\_\_\_

Signature of the Consultant: \_\_\_\_\_

Address

**Financial Information: Average Annual Turnover**

Average Annual Turnover of the Bidder (turnover only from professional services and do not include other income), certified by Chartered Accountant

Bidder	..... (Name of Bidder)				
Financial Year	2022-23	2023-24	2024-25	Total	Average
Annual Turnover (INR Lakh)					
<p>*CA Certified Balance certificate of last 3 Financial Years with UDIN number. ( If Audit Copy of F.Y.2024-25 is not available , then certificate for 2024-25 may be taken from Auditor)</p>					
Signature of Bidder			For (Name of Accounting Firm)		
Date and Place			Name and signature of Chartered Accountant		
Membership Number (with Seal and UDIN No.)					

- \* The Bidder should provide the Financial Capability based on its own financial statements. The Financial Capability of the Bidder's parent company or its subsidiary or any associate company will not be considered for computation of the Financial Capability of the Bidder.
- \* Bidder should fill in details as per the row titled Annual Turnover.

Note:

**Kindly provide supporting balance sheets and P&L statements.**